



ईपीएफओ, मुख्य कार्यालय
श्रम एवं रोज़गार मंत्रालय, भारत सरकार
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066

EPFO, HEAD OFFICE

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

BHAVISHYA NIDHI BHAWAN, 14, BHIKAJI CAMA PLACE, NEW DELHI 110066

www.epfindia.gov.in



File No: HRM-VIII/5/2020/SHS /6288.

Dated: 23.03.2022

To,

All ACC (HQ) / ACC (Zones),
RC (ASD) Head Office,
Director, PDNASS

23 MAR 2022

Subject: Action plan for the Swachhata Pakhwada, 2022 to be observed in EPFO from 1st May 2022-15th May 2022-regarding.

Ref: - Office Memorandum No. D-31016/3/2014-Admn-II dated 18 February 2022.

Madam/Sir,

EPFO will be observing the Swachhata Pakhwada, 2022 from 1st May – 15th May 2022 and 1st May will be observed as International Labour Day as special occasion. The following action plan has been formulated to make the Swachhata Pakhwada a successful event in EPFO.

A. Awareness among the Staff, Employers and Members

- i. Dissemination of information, education and communication on Swachhata.
- ii. Holding of the awareness drive in the offices among the Staff, establishments and members. Hoardings displaying the benefits of the Swachhata are to be placed in prominent places in the offices.
- iii. At the organizational level, the message relating to the Swachhata will be displayed on the EPFO website and all the portals to which establishments and members have access.
- iv. Competition on Essay/Slogan/Poem writing and Drawing Competition on the theme related to Swachhata may be organized among the staff. The staff may be encouraged to participate along with their family members.

B. Cleanliness Drive in the EPFO offices and Residential Colonies

- i. Weeding out of the old records/files, condemned furniture and any other irreparable office equipment's.
- ii. Disposal of E-Waste such as printer/fax cartridges, personal computers and peripherals etc. as per Government of India norms.
- iii. Proper maintenance of infrastructure/places like Office building, residential complex, PRO, washrooms/restrooms, canteens, lawns, pathways etc. which are frequently visited by staff/members in the Offices.
- iv. Parking area should be clearly demarcated and officials may be encouraged to follow proper norms for parking of their vehicles.

C. Cleanliness drives in the surrounding of the EPFO offices

- i. Adoption of Road, Park, Public Place, Office Area etc. to make it clean and green.
 - ii. Sponsoring green plantations in the nearby areas.
 - iii. Encouraging staff/members to adopt environmental friendly lifestyle like use of jute bags/cloth bags in place of plastic bags.
2. The above activities are only indicative in nature and all the offices are requested to undertake activities which they deem fit to make their environment "SWACHH".
3. Action taken report along with photographs may be submitted to the headquarters by 18th May 2022 to the email ID- **rc.hrm8@epfindia.gov.in**.
4. Further, it is advised that a Committee headed by OIC of the concerned field office may be constituted which may formulate and recommend action plan on monthly basis for Swachhata related activities in their offices, residential areas and their surroundings to Zonal Office. Zonal Office will examine and guide the concerned field office for implementation of action plan on Swachhata. A report of the action taken by field offices along with the recommendation regarding best performing field office will be submitted by Zonal Office to Headquarters.
5. In respect of Training Institutes, similar activities will be carried out by the Director (PDNASS).

Yours faithfully,

Encl: As above.



(Uma Mandal)

Additional Central P.F. Commissioner (HRM)

Copy to:

- i. Shri S.R. Datta, US (MOL&E) - for information with reference to letter no. D-31016/3/2014-Admn-II dated 18th February 2022
- ii. Staff Officer to CPFC – for information please
- iii. PS to ACC (HQ)(HR)
- iv. FA&CAO/Director,PDNASS/ALL ACC(HQ), Head Office
- v. Chief Vigilance Officer
- vi. All Addl. CPFCs (Head Office)
- vii. RPFC-I(IS/NDC) for uploading on website and also for displaying the electronic message in the website during the period 1st May 2022 to 15th May 2022
- viii. DD(OL) for Hindi version

No. D-31016/3/2014-Adm-II
Government of India
Ministry of Labour and Employment

Shram Shakti Bhawan, New Delhi

Date: 18th February, 2022

OFFICE MEMORANDUM

Subject: Calender for Swachhata Pakhwada in 2022 - regarding.

The undersigned is directed to say that the Swachhata Pakhwada is an important initiative under the Swachh Bharat Mission to engage all ministries/Department in Swachhata related activities, thereby making Swachhata "everyone's business". Cabinet Secretary vide his D.O letter dated 07.12.2021 has sent a calendar for Swachhata Pakhwada for the year 2022 indicating the significance of the Pakhwada and has directed to formulate an Action Plan for the Pakhwada and identify innovative practices related to Swachhata to be undertaken for implementation during the fortnight. As per the direction, the Action plan needs to be uploaded on the Swachhata Samiksha at least 2 months in advance. Cabinet Secretary desired that social media platforms along with electronic medial may also be used for Swachhata related awareness.

2. According to the plan, Swachhata Pakhwada will be observed from 1st May-15th May, 2022 by the M/o Labour & Employment and 1st May will be observed as International Labour Day as special occasion.

3. Heads of all the attached/subordinate office are, therefore, requested to formulate the Action Plan for Swachhata Pakhwada, 2021 and identify innovative practices in Swachhata related activities to mainstream them during the upcoming Pakhwada. The Action Plan for the Swachhata Pakhwada may be furnished to the Ministry by **28.02.2022** positively so that the same could be uploaded on the portal and forwarded to Ministry of Drinking Water and Sanitation. Swachhata Pakhwada-2022 consolidated Guidelines and Calendar are attached herewith for necessary action.

Encl: As above



(S.R. Datta)

Under Secretary to the Govt. of India

Tele No. 23766320

To

1. CPFC, EPFO, Bhikaji Cama Place, New Delhi – 110066.
2. DG (ESIC), 14, Panchdeep Bhawan, C.I.G Road, New Delhi – 110002.
3. DG, Mines Safety, Dhanbad, Jharkhand - 826016
4. DGFASLI, Central Labour Institute Building, N.S. Mankikar Marg, Sion, Mumbai – 400022.
5. DG, VVG NLI, Sector-24, Noida, Gautam Budh Nagar – 201301.
6. DGLB, M/o Labour & Employment, SCO 28-31, Sector 17-A, Chandigarh-160017.
7. DG (DTNBWE&E), North Ambazari Road, Nagpur.
8. CLC(C), S.S. Bhawan, Rafi Marg, New Delhi.
9. DG(E), S.S. Bhawan, Rafi Marg, New Delhi.
10. All Bureau Heads: {DG (Stat)/ AS(L&E)/ AS&FA/ JS & DGLW/JS (VB)/JS (RKG)/ JS (KR)/EA (GP)/DDG (NKS)/}

Copy to :-

PPS to Secretary for information.

राजीव गौबा
Rajiv Gauba

318/Cab.
SECRETARY (L&E)
Dy. No. FTS No. 575066
दिनांक 9/12/2021
Date



सत्यमेव जयते



आज़ादी का
अमृत महोत्सव

मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

D.O. No. 561/01/01/2017-CA.IV

Dated the 7th December, 2021

Dear Secretary

Office of Joint Secretary (RKG)
Dy./FTS No. 1709
Date 10/12/2021

As you are aware, Swachhata Pakhwadas are being organized since April, 2016 with the objective of bringing a fortnight of intense focus on the issues and practices of swachhata in GoI Ministries/Departments. "Swachhata Pakhwada" is inspired by Hon'ble Prime Minister's vision to engage all Central Government Ministries and Departments in swachhata related activities, thereby making swachhata "everyone's business".

2. This is the 7th consecutive year of Swachhata Pakhwada implementation. The proposed calendar, along with guidelines of Swachhata Pakhwada, for the year 2022 is enclosed.

3. As in previous years, you are requested to communicate the Swachhata Pakhwada plans of your Ministry/Department to D/o Drinking Water and Sanitation, M/o Jal Shakti and upload it on the Swachhata Samiksha portal at least one month in advance. I would request you to identify innovative practices in swachhata related activities during the fortnight. The social media platforms along with electronic media may be used for Swachhata related awareness.

4. I look forward to your enthusiastic cooperation in the meaningful planning and implementation of Swachhata Pakhwada in your Ministry/Department. As in the past, all Swachhata related activities are required to be undertaken in all attached institutions/organisations/autonomous bodies/CPSEs as well.

With regards

Shri Sunil Barthwal
Secretary,
Ministry of Labour & Employment
New Delhi

Yours Sincerely,

(Rajiv Gauba)

JS (RB) 8/12
Dy (RB) 8/12
US (SRD)
E-mail seen by the Secy on 9/12/21

US (SRD)
Reason

Director (RB)
/FTS No. 575066
13/12/2021
31/1/2022

Swachhata Pakhwada Calendar 2022			
SL No.	Pakhwada	Ministries/Departments	Special Occasions
1	1st -15th January	1. Ministry of External Affairs	Pravasi Bharata 9th January
		2. Ministry of Road Transport and Highways	Road Safety Week 11th -17th January
2	16th – 31st January	1. Ministry of Information and Broadcasting	Republic Day 26 January
		2. Ministry of Finance	
		Department of Economic Affairs	
		Department of Expenditure	
		Department of Financial Services	
		Department of Revenue	
3	1st -15th February	1. Department of Space	
		2. Ministry of Electronics and Information Technology	
4	16th – 28th February	1. Ministry of Consumer Affairs, Food and Public Distribution Department of Consumer Affairs	
		2. Department of Food and Public Distribution Department of Atomic Energy	World Science Day - 28 February
5	1st – 15th March	1. Ministry of Women and Child Development	
		2. Ministry of Textiles	International Women's Day- 8th March
6	16th – 31st March	1. Department of Water Resources, River Development & Ganga Rejuvenation	World Water Day- 22nd March
		2. Ministry of Steel	Steel Safety Day 28 March

7	1st – 15th April	<ol style="list-style-type: none"> 1. Ministry of Health and Family Welfare Department of Health & Family Welfare 2. Ministry of Law & Justice Department of Justice Department of Legal Affairs Legislative Department 	World Health Day - 7 April Ambedkar Jayanti- 14th April
8	16th – 30th April	<ol style="list-style-type: none"> 1. Ministry of Culture 3. Ministry of Parliamentary Affairs 	World Heritage Day- 18th April
9	1st – 15th May	<ol style="list-style-type: none"> 1. Ministry of Labour & Employment 2. Ministry of Science and Technology Department of Biotechnology Department of Science and Technology Department of Scientific and Industrial Research 	International Labour Day- 1st May World Technology Day- 11 May
10	16th – 31st May	<ol style="list-style-type: none"> 1. Ministry of Personnel, Public Grievances and Pensions Department of Administrative Reforms and Public Grievances Department of Pension & Pensioners' Welfare Department of Personnel and Training 2. Ministry of Power 3. Ministry of Development of North Eastern Region 	
11	1st – 15th June	<ol style="list-style-type: none"> 1. Ministry of Environment, Forest and Climate Change 2. Ministry of New and Renewable Energy 	World Environment Day- 5th June
12	16th – 30th June	<ol style="list-style-type: none"> 1. Ministry of Micro, Small and Medium Enterprises 2. Ministry of Coal 	Micro, Small and Medium Enterprises Day - 27 June
13	1st – 15th July	<ol style="list-style-type: none"> 1. Ministry of Petroleum and Natural Gas 2. Ministry of Earth Sciences 	
14	16th – 31st July	<ol style="list-style-type: none"> 1. Ministry of Social Justice & Empowerment Department of Social Justice & Empowerment Department of Empowerment of Persons with Disabilities 2. Ministry of Skill Development and Entrepreneurship 	International Day of Disability Awareness- 16th July World Youth Skills Day - 15 July

15	1st – 15th August	1. Ministry of Youth Affairs and Sports Department of Sports Department of Youth Affairs	International Youth Day-12th August World Indigenous Peoples Day August 9
		2. Ministry of Tribal Affairs	
	16th – 31st August	1. Ministry of Heavy Industries and Public Enterprises Department of Heavy Industry Department of Public Enterprises	
		2. Ministry of Corporate Affairs	
17	1st – 15th September	1. Ministry of Education Department of School Education Literacy Department of Higher Education	
		2. Ministry of Chemical and Fertilizers Department of Chemicals and Petrochemicals Department of Fertilizers Department of Pharmaceuticals	
18	16th – 30th September	1. Ministry of Tourism	World Tourism Day- 27th September
		2. Ministry of Railways	
		3. Ministry of Ports, Shipping and Waterways	
19	1st – 15th October	1. Ministry of Panchayati Raj	Swachh Bharat Diwas 2nd October
		2. Ministry of Rural Development Department of Land Resources Department of Rural Development	
20	16th – 31st October	1. Ministry of Food Processing Industries	World Food Day 16th October and National Ayurveda Day- 17 October
		2. Ministry of AYUSH	

21	1 st – 15 th November	1. Ministry of Commerce and Industry Department of Commerce	National Commerce Education Day - 10th November
		2. Ministry of Civil Aviation	
22	16 th – 30 th November	1. Ministry of Communication Department of Posts Department of Telecommunications	National Post Day - 10th October
		2. Ministry of Mines	
23	1 st – 15 th December	1. Ministry of Defence Department of Defence Department of Defence Production Department of Defence Research & Development Department of Ex-Servicemen Welfare	Navy Day- 4th December
		2. Ministry of Home Affairs	
24	16 th – 31 st December	1. Ministry of Agriculture and Farmers Welfare Department of Agricultural Research and Education Department of Agriculture, Cooperation & Farmers Welfare	Kisan Divas (Farmer's Day)- 23 December
		2. Ministry of Fisheries, Animal Husbandry and Dairying Department of Fisheries Department of Animal Husbandry and Dairying	
		3. Ministry of Minority Affairs	Minorities Rights Day - 18th December

Swachhata Pakhwada-2022

Consolidated Guidelines

- Every Ministry/Department should nominate a Joint Secretary as nodal officer for Swachhata Pakhwada related activities, if not already nominated
- Every Ministry/Department to ensure that all their line departments, PSUs, attached offices, organizations and Institutions under them to plan and implement in detail Swachhata Pakhwada
- The Swachhata Pakhwada action plan must be communicated to the DDWS **two months** prior to the commencement of their Pakhwada and the same is to be uploaded in the designated _____ on _____ Swachhata _____ Samiksha (<http://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se>)
- Swachhata Pakhwada plans are required to contain detailed date wise activities. Further the Ministries/Departments should ensure that the activities during the Swachhata Pakhwada are in accordance with their plans and discussion
- Secretary of the Ministry/Department concerned may organise a VC/meeting with their field formations for the dissemination of information and to review the preparedness, before the Pakhwada begins
- Senior Officers in the Ministry/Department may provide leadership in implementing Swachhata Pakhwada activities effectively
- Parliamentary Committee and other MP Committees may be convened on Swachhata
- Ministries/Departments need to involve **Union Ministers, MPs and other dignitaries** in Pakhwada activities
- Ministries/Departments may take steps to undertake innovative initiatives during the campaigns so that few stories are generated daily
- Divyang access to the toilets to be reviewed and ensured in the Central and State offices of Ministries/Departments during Pakhwada
- **Ministries/Departments to continue focus on “Hygiene and Sanitation” particularly keeping in mind the ongoing COVID-19**
- Ministries/Departments may consider setting up a permanent mechanism through new programmes and Schemes for the sustainability of Swachhata, in addition to cleanliness drives during the Pakhwada
- Curbing Single Use Plastic (SUP) and discourage use of Plastic
- There needs to be a **daily reporting of the activities during the Pakhwada on Swachhata Samiksha _____ portal** (<http://swachhbharatmission.gov.in/SwachhSamiksha/Home.aspx?Ty=se>) and myGov. portals
- Activity pictures of High Resolution of 2mb-5mb to be uploaded on the portal

- During the Pakhwada Ministries/Departments may initiate Swachhata Awards/ranking among organisations under their fold (**Detail guidelines are mentioned as Annexure**)
- Ministries/Departments should ensure better branding and publicity of Pakhwada activities in electronic and print media platforms at both field and central level. They need to make use of social media such as myGov., Twitter and Facebook extensively for the purpose
- Ministries/Departments in coordination with Mol&B, will ensure that adequate publicity is received by the Swachhata Pakhwada initiatives in both electronic and print media. Mol&B to also broadcast inspiring Swachhata initiatives on their coverage
- A press release should be issued highlighting major outcomes of Swachhata Pakhwada
- A press conference needs to be organised by the Ministry/Department at the culmination of their Pakhwada to highlight the activities and initiatives undertaken. This may be addressed at the level of the Union Ministers and Secretaries
- At the conclusion of the Swachhata Pakhwada the Ministries/Departments are required to submit the following to DDWS for onward submission to Cabinet Secretary and PMO:
 1. Report containing a detailed account of activities undertaken during Pakhwada
 2. Related picture album, **newspaper clippings, press notes**, audio-visual clips
 3. Any special document that Ministry/Department may have issued during Pakhwada
 4. Name and details of the three Swachhata Pakhwada awardees

Note: Due to the ongoing global Pandemic of COVID-19, while observing Swachhata Pakhwada, Ministries/Departments are requested to follow all the instructions and guidelines issued by the M/o Home Affairs and M/o Health and Family Welfare, from time to time

Annexure

Swachhata Pakhwada Awards – Guidelines

1. Each Ministry/ Department observing the Pakhwada will be provided three awards from the Department of Drinking Water and Sanitation. However, Ministries/Departments may encourage to introduce a large number of awards at their level to encourage Swachhata Pakhwada activities
2. The awards would be given to those who have contributed the maximum to the cause of sanitation based on rating and ranking. Emphasis while giving the awards would be given to innovative/ creative activities & initiatives, mass mobilization for Swachhata, engagement of varied sections outside the organization etc. which have deep and sustainable impact countrywide

3. Each Ministry/ Department would carry out the selection process overseen by the concerned Secretary and select the final three (First, Second and Third) awardees and intimate DDWS within the two days of ending of their Pakhwada
4. These awards would be handed over to the winning sections/ attached offices/ field formations/ Institutions/ PSUs/ organizations at the end of Pakhwada Press Conference or similar events
5. Ministries and Departments are requested to send the list of the selected winners to DDWS along with a brief note mentioning the basis for the same to Shri Kapil Chaudhary, Director, (kapilchaudhury.ofb@ofb.gov.in)